

~~SECRET~~
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140016-5

PREPARE IN DUPLICATE

DD5/OTR/ISS - 4

1. TITLE OF REPORT (If a fill-in report include Form No.)

New Books Received

2. TYPE
OF
REPORT

☐ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL

☐ TRAINING

☐ LOGISTICS

☐ SECURITY

☐ MEDICAL

☐ FINANCE

☒ ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Library Services Branch require

10. PREPARING COMPONENT (include lowest level contributing information to report)

Branch

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

(This is a feeder report for book acquisitions report.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
7	4.50		.25		1.12		12		13.44

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$13.44

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To maintain up-to-date record of all book acquisitions.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

0

STAT

16. DATE OF INVENTORY

9

OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, Instructional Support Staff

18. EXTENSION

☐

FORM 9-70

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(22-36-43)